

CURRICULUM GUIDE  
FOR  
**INTRODUCTION TO HEALTH CARE  
AND  
HUMAN SERVICES OCCUPATIONS**  
FC 0535



*This report was prepared by the  
Idaho Division of Professional-Technical Education  
Health Professions and Family and Consumer Sciences Education  
Boise, Idaho*

*November 1997  
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## INTRODUCTION

The curriculum development process undertaken by the Idaho Division of Professional-Technical Education involves active participation of industry personnel and educators. For development of the Introduction to Health Care and Human Services Occupations curriculum, where employability of students who complete this course is not a direct expected outcome, the committee members were teachers, counselors, and administrators, all who have had direct experience in the classroom. The original framework was developed by a committee of professional-technical education personnel. A second committee was then formed to write, review and revise the task list. This report was prepared upon completion of the committees' assignments. The list of tasks and competencies prepared by committee members reflects the knowledge and skills currently recommended for middle school students. Students who complete this experience will be well prepared to complete a recommended student learning plan for their high school experience.

Task Lists are grouped according to competencies that all students will need and will apply to health care and human services occupations. These areas are used as the basis for instruction. Teachers in Health Professions education and Family and Consumer Sciences education are encouraged to plan and teach together wherever that partnership can be arranged. This is also a course of study that can be taught separately by either the Health Professions teacher or the Family and Consumer Sciences teacher.

The result of the work of the curriculum committee members is this statewide curriculum guide. These individuals have written overall competencies, tasks and enabling objectives. The committee members prepared material in a competency-based format to have an effective and efficient methodology for determining student progress. The statewide guides are designed as the primary determiner of program content. It is not the intent of the State Division of Professional-Technical Education that all programs are designed exactly the same, but assurance is needed that this program meets the minimum standards for operation. Advisory committees should be used by schools offering this program to reflect local school and community needs. Middle school/junior high personnel should also meet regularly with the local high school professional-technical education teachers and counselors so that students are informed about Career Pathways and professional-technical/family and consumer sciences programs at the high school.

The Curriculum Guide is also used as the primary list for generating student profiles. The profile is used as a cumulative record of each student's progress and serves as proof of instruction for articulation purposes. They are printed on card stock and have performance scales for each task so that student competence can be recorded.

## ACKNOWLEDGMENTS

The curriculum committee process involved personnel from Idaho Middle Schools, Junior High Schools, the Idaho Career Information System, the University of Idaho and the Idaho Division of Professional-Technical Education. These people serve with the approval of their employers. The Division of Professional-Technical Education provides reimbursement for travel and for meals. The Idaho Division of Professional-Technical Education is deeply appreciative of the opportunity to meet with these committee members and to their employers for permitting them to do so.

The following people gave of their time, energy and expertise in the development of this course of study.

Janice Bailey, RN  
Health Professions Instructor  
Wendell High School and  
Staff Development Coordinator  
Gooding Rehabilitation & Living Center  
Gooding, Idaho

Carol Foster, Administrator  
Vencor Home Health  
Meridian, Idaho

Linda Kline, RN  
Health Professions Instructor  
Boise School District  
Boise, Idaho

Koni Lindley, Instructor  
Family and Consumer Sciences  
Canyon Springs Alternative High School  
Caldwell, Idaho

Chanel Meyers, Educational Director  
Community Home Health, Inc  
Boise, Idaho

Betty Tomtan, Coordinator  
Health & Health Professions Education  
Meridian School District  
Meridian, Idaho

Marilyn Usselman, RN  
Health Professions Instructor  
Meridian School District  
Meridian, Idaho

Nancy Walker, Manager  
Family and Consumer Sciences  
Idaho Div Professional-Technical Education  
Boise, Idaho

Dr Doris Williams  
Health and Gerontology Specialist  
Family and Consumer Sciences  
University of Idaho  
Moscow, Idaho

Dr Dorothy Witmer, Consultant  
Health Professions Education  
Idaho Div Professional-Technical Education  
Boise, Idaho

Gary Stivers  
Executive Director  
Boise

Mike Rush, State Administrator  
Division of Professional-Technical Education  
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# HEALTH CARE AND HUMAN SERVICES

## Course Description

This introductory course concentrates on classroom education and laboratory practice that introduces students to the knowledge, basic skills and attitudes needed to become a health care or human service worker. Students interested in becoming a health care or human service worker can continue on into Health Professions or Family and Consumer Sciences programs that will qualify them for employment and/or higher education. Students will apply knowledge of working in a variety of health care and human services environments. Emphasis will be on the diversity of clients and competencies to be successful in health care and human service occupations. This course is part of the recommended course selections within the Human Resources and Health Services Career Pathways.

## IMPORTANT INFORMATION

### Delivery of the Health Care and Human Services Curriculum

It is recommended that where possible the Health Professions and Family and Consumer Sciences teachers collaborate and/or team teach this curriculum. Not all schools have both programs so either the Health Professions or Family and Consumer Sciences teacher can teach the course. Guest speakers representing health care and human services will enhance course delivery.

### Teacher Qualifications

The teacher of this course must be professional-technical education certified in Family and Consumer Sciences or Health Professions. It is highly recommended that teachers have industry experiences, such as an internship, to gain knowledge about unfamiliar career opportunities in health care and human service occupations.

### Length and Level of the Course

This course is one semester, preferably at the 9<sup>th</sup> and 10<sup>th</sup> grade levels.

### Recommended Textbooks

For Health Professions: Health Careers Today, 2<sup>nd</sup> Edition, by Gerdin and ordered from Mosby, Code Number: 24695. To order, call Mosby at 1-800-633-6699.

For Human Services: (Teachers Only) An Introduction to Human Services, 3<sup>rd</sup> Edition, by Woodside and McClam from Brooks/Cole Publishing. ISBN: 00-534-34783-5. To order, call 408-373-0728.

### Career Pathways

This course is recommended as introductory for students who want to further explore careers in the fields of health care services and human services.

CURRICULUM FRAMEWORK

PROGRAM AREAS: Health Professions and  
Family & Consumer Sciences Education

IDAHO DIV OF PROFESSIONAL-TECHNICAL EDUCATION

EFFECTIVE DATE: Nov 1997

PROGRAM TITLE: Health Care and Human Services

IDAHO CODE NUMBER: HO 0535  
CH 0535

CPI NO: 51.0899 HO  
19.0101 FCS

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- I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to introduce students to careers in health care and human services professions. The content includes, but is not limited to, the basic knowledge, skills and attitudes for success in these fields. Specific areas of content include: the wide variety of career opportunities; trends in health care and human services; communication and interpersonal skills; human growth and development; nutrition and wellness; special populations; roles and responsibilities of employees; professional, legal and ethical practices; technology in the fields and development of a career plan.
- II. WORK-BASED LEARNING ACTIVITIES: It is recommended that students select a work environment for observation, volunteering, or actual work experience depending on available opportunities.
- III. SPECIAL NOTES: Students who complete this course are well prepared to enter advanced programs in either field depending on what is available at each school. Advanced Human Services may include Occupational Child Care or other Family and Consumer Sciences Occupational programs. Students interested in Health Care should proceed to Health Occupations Year One and then into advanced training programs such as Nursing Assistant, Physical Therapy Aide or other programs depending upon availability and the student's interest.
- IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:
  - 01 Analyze careers in Health Care and Human Services industries
  - 02 Demonstrate effective communications and interpersonal skills in Health Care and Human Services occupations
  - 03 Analyze human growth and development across the life span
  - 04 Evaluate factors that contribute to sound nutritional and wellness practices of individuals and families
  - 05 Maintain safe and healthy work environments
  - 06 Recognize the characteristics of special populations
  - 07 Examine professional, legal, and ethical practices in Health Care and Human Services occupations
  - 08 Explore the use of technology in Health Care and Human Services occupations
  - 09 Develop an employment plan

## Curriculum Framework

### 01.0 ANALYZE CAREERS IN HEALTH CARE AND HUMAN SERVICES

#### 01.01 TASK: EXPLORE CAREER AREAS IN HEALTH CARE AND HUMAN SERVICES

##### ENABLING OBJECTIVES:

1. Identify career opportunities in health care and human services occupations
2. Explain knowledge, skills, interest and personal qualities required in health care and human services occupations
3. Describe the education and training required for entry-level, technical and professional occupations in health care and human services occupations
4. Explore wage ranges for health care and human services occupations
5. Explore entrepreneurial and non-traditional career options
6. Form networks and partnerships with health care and human services agencies

#### 01.02 TASK: EXPLORE EMPLOYMENT CONDITIONS OF HEALTH CARE AND HUMAN SERVICES OCCUPATIONS

##### ENABLING OBJECTIVES:

1. Review job descriptions of health care and human services workers
2. Explain transferability of skills in health care and human services occupations
3. Describe employment conditions and work environments of health care and human services occupations
4. Explore reference materials and procedure manuals used in health care and human services occupations
5. Observe and/or participate, as permitted, in work-based learning opportunities in health care and human services occupational settings

#### 01.03 TASK: EXAMINE TRENDS IN HEALTH CARE AND HUMAN SERVICES

##### ENABLING OBJECTIVES:

1. Describe the impact of demographic shifts on health care and human services occupations
2. Explain factors influencing changes and growth in health care and human services occupations
3. Explore the role of changing technology in health care and human services
4. Describe emerging occupations in health care and human services

#### 01.04 TASK: EXAMINE THE IMPORTANCE OF BALANCING WORK AND FAMILY LIFE TO HEALTH CARE AND HUMAN SERVICES WORKERS

##### ENABLING OBJECTIVES:

1. Describe how personal goals and priorities are reflected in the workplace
2. Explain the interaction of professional and family roles
3. Describe the effects of family responsibilities and conflict on work
4. Describe ways to balance work and leisure time
5. Evaluate personal balance to the worker/client relationship
6. Develop a personal plan to balance work, family and leisure activities

**02.0 DEMONSTRATE EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS IN HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

**02.01 TASK: DEMONSTRATE EFFECTIVE COMMUNICATION SKILLS**

ENABLING OBJECTIVES:

1. Identify the components of the communication process
2. Describe the various ways we communicate
3. Describe barriers to effective communication
4. Discuss ways to improve listening skills
5. Practice oral and non-verbal communication using checklists and guidelines provided
6. Apply guidelines for effective written communication using documents in health care and human services occupations
7. Demonstrate methods for effective communication with sensory-impaired clients
8. Distinguish between objective and subjective reporting

**02.02 TASK: DEMONSTRATE EFFECTIVE INTERPERSONAL SKILLS**

ENABLING OBJECTIVES:

1. Discuss the process of establishing trust and rapport in relationships
2. Identify boundaries that must exist and appropriate behavior expected of health care and human services workers
3. Discuss conflict in interpersonal relationships and ways to prevent conflict
4. Practice methods of solving problems and resolving conflicts that may occur in relationships



### **03.0 ANALYZE HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN**

#### **03.01 TASK: EXPLAIN THE PRINCIPLES OF HUMAN GROWTH & DEVELOPMENT**

##### **ENABLING OBJECTIVES:**

1. Describe physical, mental, emotional and social development domains across the life span
2. Explain the interaction of domains of human development
3. Examine stages of the human life cycle
4. Explain death and dying as a stage of the human life cycle
5. Describe phases in the grieving process

#### **03.02 TASK: ANALYZE THE INFLUENCES OF FORCES THAT IMPACT HUMAN GROWTH AND DEVELOPMENT**

##### **ENABLING OBJECTIVES:**

1. Explain the impact of heredity on growth and development
2. Describe the socialization process
3. Explain Maslow's hierarchy of human needs and the fluctuations throughout life
4. Explore the effects of economics and technology on human needs, growth and development
5. Explain the effects of life events and health conditions on needs, growth and development

#### **03.03 TASK: EXPLORE FACTORS THAT AFFECT HUMAN BEHAVIOR**

##### **ENABLING OBJECTIVES:**

1. Analyze the impact of the family styles and roles on development
2. Examine the role of the family in protection, guidance, support and affection
3. Explain the effect of culture, gender and ethnicity on individual development and behavior
4. assess the effect of environment and community on human behavior
5. Explain the effects of physical, mental, emotional and social challenges on behavior
6. Describe the effect of adverse behavior on the relationship between health care and human services workers and clients
7. Practice techniques to modify adverse behavior

#### **03.04 TASK: EXAMINE STRATEGIES THAT PROMOTE HEALTH AND WELLNESS THROUGHOUT THE LIFE SPAN**

##### **ENABLING OBJECTIVES:**

1. Identify nurturing practices that support development across the life span
2. Describe components of a healthy environment
3. Describe human support systems that foster healthy growth and development
4. Explore community support systems that promote healthy development
5. Describe health care and human services occupational skills that support clients' needs
6. Develop practices to meet a client's needs in different developmental stages

**04.0 EVALUATE FACTORS THAT CONTRIBUTE TO SOUND NUTRITIONAL AND WELLNESS PRACTICES OF INDIVIDUALS AND FAMILIES**

**04.01 TASK: EXAMINE THE DIETARY NEEDS OF INDIVIDUALS ACROSS THE LIFE SPAN**

ENABLING OBJECTIVES:

1. Identify influences on eating habits
2. Assess the effects of food choices on health, appearance and performance
3. Explore the role of nutrition in the prevention and treatment of health problems
4. Evaluate source of food and nutrition information
5. Examine dietary guidelines for individuals across the life span
6. Analyze diets for individuals with special dietary conditions

**04.02 TASK: PLAN, PREPARE AND SERVE FOODS THAT PROMOTE HEALTH AND WELLNESS**

ENABLING OBJECTIVES:

1. Describe the dietary guidelines for planning food intake to meet nutritional needs
2. Examine nutrition labeling
3. Explain healthy food selection
4. Describe healthy food preparation techniques
5. Plan healthy diets for health care and human services clients
6. Prepare foods that promote wellness
7. Practice safety in food storage and preparation techniques
8. Follow employer/agency policy regarding expenditures for food

**04.03 TASK: EXAMINE FITNESS ACTIVITIES**

ENABLING OBJECTIVES:

1. Identify the basic components of physical fitness
2. Describe fitness activities that promote wellness across the life span
3. Plan fitness activities for clients that promote health and wellness

**04.04 TASK: PERFORM STRESS MANAGEMENT TECHNIQUES**

ENABLING OBJECTIVES:

1. Identify stressful conditions in daily life
2. Explain the impact of stress on wellness
3. Explore stress management techniques
4. Develop a plan to manage stress
5. Practice stress relieving activities

## **05.0      MAINTAIN SAFE AND HEALTHY WORK ENVIRONMENTS**

### **05.01      TASK: MAINTAIN SAFE WORK ENVIRONMENTS**

#### **ENABLING OBJECTIVES:**

1. Identify the various work sites for health care and human services occupations
2. List the hazards that may occur in work sites
3. Discuss safety measures to prevent accidents in work environments
4. Identify clients who are at risk for accidents and ways to prevent accidents
5. Describe safety measures in case of fire
6. Describe procedures to follow in weather-related emergencies
7. Discuss the implications of having a pet in a working environment
8. Discuss personal safety measures for health care and human services workers

### **05.02      TASK: MAINTAIN A HEALTHY WORK ENVIRONMENT**

#### **ENABLING OBJECTIVES:**

1. Discuss the importance of clean and maintained work environments
2. Define infection control
3. discuss microorganisms, pathogens and nonpathogens
4. Define medical asepsis, surgical asepsis, and universal precautions
5. Explain methods of disinfection appropriate to health care and human services occupations
6. Demonstrate correct hand washing technique
7. Demonstrate the procedures used in universal precautions
8. Select and use appropriate cleaning supplies for cleaning and maintaining healthy work environments
9. Demonstrate how to assist clients in maintaining clean and healthy environment
10. Demonstrate housekeeping skills for maintaining essential living areas: bedroom, bathroom, and kitchen

## **06.0 RECOGNIZE THE CHARACTERISTICS OF SPECIAL POPULATIONS**

### **06.01 TASK: RECOGNIZE THE SPECIAL CHARACTERISTICS OF OLDER ADULTS**

#### **ENABLING OBJECTIVES:**

1. Identify common myths and realities of older adults
2. Discuss adjustments older adults need to make for meaningful aging to occur
3. Identify common physical, social, and psychological changes experienced by older adults
4. Discuss safety factors to consider when caring for older adults
5. Define and describe signs of possible physical abuse, emotional abuse, and material or financial abuse
6. Discuss guidelines to follow when caring for older adults
7. Discuss the problems of alcoholism, prescription and over-the-counter (OTC) medications and other addictions that may occur in older adults
8. Identify warning signals of suicide in older adults

### **06.02 TASK: RECOGNIZE THE SPECIAL CHARACTERISTICS OF NEW MOTHERS**

#### **ENABLING OBJECTIVES:**

1. Describe normal changes that occur in the mother following the birth of the infant
2. Discuss the responsibilities of the home care worker in caring for new mothers
3. Identify abnormal conditions of the mother that must be reported to the supervisor

### **06.03 TASK: RECOGNIZE THE SPECIAL CHARACTERISTICS OF NEWBORNS**

#### **ENABLING OBJECTIVES:**

1. Describe general characteristics of newborns
2. Discuss safety factors to be considered when caring for infants
3. Identify signs of infant illness that must be reported to the supervisor
4. Recognize common signs of child abuse

### **06.04 TASK: RECOGNIZE THE SPECIAL CHARACTERISTICS OF THE MENTALLY CHALLENGED**

#### **ENABLING OBJECTIVES:**

1. Describe conditions that cause a person to be mentally challenged
2. List effects on a mentally challenged person's life
3. Define and describe defense mechanisms
4. Describe abnormal behavior patterns that are common for mentally challenged individuals
5. Discuss the problem of substance abuse and how it may affect the abuser and family members
6. Identify community resources that assist mentally challenged individuals and their families

**06.05      TASK: RECOGNIZE THE SPECIAL CHARACTERISTICS OF THE PHYSICALLY CHALLENGED**

**ENABLING OBJECTIVES:**

1.     Describe conditions that cause individuals to be physically challenged
2.     List effects on a physically challenged individual's life
3.     Discuss myths and realities of physically challenged individuals
4.     identify physically challenged individuals who have achieved prominent status
5.     Describe various therapies that help the physically challenged reach full potential
6.     Investigate community resources that assist physically challenged individuals and their families

**07.0 EXAMINE PROFESSIONAL, LEGAL AND ETHICAL PRACTICES IN HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

**07.01 TASK: INVESTIGATE PROFESSIONAL, LEGAL AND ETHICAL ISSUES IN HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

ENABLING OBJECTIVES:

1. Identify regulatory agencies that oversee health care and human services occupations
2. Review laws and regulations that affect health care and human services occupations
3. Examine licensing laws that affect health care and human services providers and their clients
4. Explain the need for laws and regulations in health care and human services occupations

**07.02 TASK: EXPLORE THE PROFESSIONAL, LEGAL AND ETHICAL RESPONSIBILITIES OF HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

ENABLING OBJECTIVES:

1. Analyze harmful, fraudulent and deceptive health care and human services practices
2. Identify the rights and responsibilities of health care and human services participants and their families
3. Identify sources of information on client rights
4. Compare and contrast professional, legal and ethical practices
5. Explain the legal responsibilities for documentation and confidentiality
6. Explain and practice client confidentiality

**08.0 EXPLORE THE USE OF TECHNOLOGY IN HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

**08.01 TASK: EXAMINE COMMUNICATIONS EQUIPMENT USED IN HEALTH CARE AND HUMAN SERVICES OCCUPATIONS**

ENABLING OBJECTIVES

1. Explain the impact of communications technology on health care and human services occupations
2. Describe adaptive communication devices
3. Practice methods of electronic communication
4. Practice use of audio/visual equipment
5. Describe other types of communication equipment used in the health care and human services industries

**08.02 TASK: DEMONSTRATE COMPUTER TECHNOLOGY USED BY HEALTH CARE AND HUMAN SERVICES WORKERS**

ENABLING OBJECTIVES:

1. Explain the impact of computer technology on health care and human services occupations
2. Describe the use of computer hardware and peripheral equipment
3. Describe software used in health care and human services occupations
4. Demonstrate the use of computer equipment and essential software programs

**08.03 TASK: DESCRIBE THE USE OF OCCUPATIONAL-SPECIFIC TECHNOLOGY**

ENABLING OBJECTIVES:

1. Describe technology equipment used in health care occupations
2. Describe technology equipment used in human services occupations
3. Explain the impact of this technology on health care and human services occupations

## **09.0 DEVELOP AN EMPLOYMENT PLAN**

### **09.01 TASK: APPLY INTERESTS, SKILLS, AND PERSONAL PREFERENCES TO CAREER CHOICES**

#### ENABLING OBJECTIVES:

1. Identify factors that influence career choices
2. Identify personal interests and skills
3. Explain how ideas about one's self impact career choices
4. Explain transferable skills as they apply to a variety of occupations
5. Examine traditional and nontraditional occupational choices
6. Examine entrepreneurial career choices

### **09.02 TASK: COLLECT LABOR MARKET INFORMATION**

#### ENABLING OBJECTIVES:

1. Define labor market
2. Identify formal and informal sources of job information
3. Identify high demand occupations
4. Investigate a high demand occupation for job description, employment conditions, wages, training and education requirements
5. Identify new and emerging occupations

### **09.03 TASK: DEMONSTRATE JOB-SEEKING SKILLS**

#### ENABLING OBJECTIVES:

1. Explain the purpose of a resume'
2. Prepare a resume'
3. Explain the purpose of a portfolio
4. Prepare a portfolio
5. Plan and organize a job search
6. Identify a job of interest
7. Prepare a job application
8. Discuss equal employment laws and regulations

### **09.04 TASK: PREPARE FOR A JOB INTERVIEW**

#### ENABLING OBJECTIVES:

1. Discuss the job-related and personal preparation for a job interview
2. Identify the "do's" and "don'ts" of a job interview
3. Practice interviewing for a job
4. Practice the follow-up procedure after the job interview

### **09.05 TASK: DEMONSTRATE EMPLOYABILITY SKILLS**

#### ENABLING OBJECTIVES:

1. Discuss common expectations of employee behavior and appearance on the job
2. Demonstrate computer skills
3. Describe critical thinking and problem-solving skills
4. Discuss the need for managing time and resources efficiently
5. List rights of employees and rights of employers
6. Discuss the purpose and benefits of employee evaluations
7. Explore phone book resources
8. Demonstrate how to read a map



**09.06      TASK: EXPLAIN JOB TERMINATION**

ENABLING OBJECTIVES:

1.     Discuss reasons for job termination
2.     Give appropriate notice of resignation
3.     Write a letter of resignation
4.     Investigate resources for the unemployed

**09.07      TASK: DEVELOP AN EMPLOYMENT PLAN**

ENABLING OBJECTIVES:

1.     Define an employment goal
2.     Differentiate between short-term and long-term goals
3.     Discuss school-to-work transitions
4.     Identify objectives to meet employment goals: training/education, part-time jobs and volunteer work
5.     Utilize career planning resources
6.     Establish a time line for reaching goals